EITAM
Early Intervention Technical Assistance & Monitoring
BY THE VANDER WEELE GROUP

Early Intervention Monitoring and Technical Assistance

Interpreter/Translator Checklist

Copies of the following documents must be provided upon completion of the review for fiscal year 2026 (July 1, 2025 – June 30, 2026):

Administrative Review Items

✓ HIPAA Compliance Documents

1. **Administrative Directives** (see Provider Tool #'s 4-10): An internal administrative document that outlines the privacy/security policies and procedures within a provider's private office or agency that should include:

   - Collection, storage, disclosure, and destruction stages.
   - The Privacy Officer, who is responsible for the development, implementation, and oversight of the policies and procedures pertaining to HIPAA (164.530).
   - HIPAA complaint process (160.306 and 164.530).
   - Access to Protected Health Information (PHI) (164.524).
   - Minimum necessary requirements for using, disclosing, or requesting PHI (164.502).
   - Accounting of disclosures of PHI (164.528).

File Review Items

- ✓ Documentation of services provided (documentation of direct service interpretation, scheduling phone calls, and translation services).
- ✓ IFSP(s) – submit plans that cover all relevant dates of FY 2026 (7/1/25 - 6/30/26).
- ✓ All authorizations for services.
- ✓ Copies of any translated documents in English and the family's native language.
- ✓ All correspondence.

***Additional review information can be found at: www.EarlyInterventionMonitoring.org**

To protect the privacy and safety of children and families in the Early Intervention program, all correspondence must be conducted in accordance with the standards governing Protected Health Information (PHI) as defined under HIPAA. Do not send any sensitive information via unencrypted email or any messaging platform, including a SharePoint dialogue text field.